



City of Corvallis

Miscellaneous Administrative Procedure 10.10

Public Use of Library Displays, Exhibits, and Bulletin Boards



Purpose: To govern the public use of the Library's displays, exhibits, and bulletin boards.

Community bulletin boards and exhibit spaces shall be available to all persons and groups, for any purpose consistent with the laws of the State of Oregon, ordinances of the City of Corvallis, and the Library's Code of Conduct. The Corvallis-Benton County Public Library makes its display areas and bulletin boards available to the public, but neither approves nor disapproves of any viewpoint expressed by the users of the display areas or bulletin boards.

Scope: Applies to all users at the Corvallis-Benton County Public Library except the City of Corvallis, the Library, Friends of the Library, and the Library Foundation.

Procedures:

- a. The Library reserves the right to refuse to post and the right to remove announcements, posters, displays, or exhibits which, in its judgment, do not meet the criteria.
- b. The Library reserves the right to establish certain bulletin boards and display areas for certain purposes. The Library may restrict the purpose of certain bulletin boards and display areas and reserves the right to remove and dispose of postings or displays from any given bulletin board or display if the posting or display is not consistent with the purpose of that bulletin board or display area.
- c. Acceptance of material for display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for materials exhibited in Library facilities. The Library will post signs with a disclaimer stating that the Library does not endorse any goods or services, makes no representation as to the accuracy of information, and assumes no liability for the quality or safety of any goods or services, which may be the subject of postings or displays.
- d. Only the Library's established display systems, such as display cases, display area shelving, bulletin boards, and wall hanging systems, may be used for materials on display. Nothing may be attached to the Library's walls, windows, doors, acoustical, panels, or other places using tape, pins, staples, or other materials.
- e. All displays, exhibits, and bulletin board postings shall be temporary. Each Library display area subject to reservation may be booked no more than six months in advance and may be reserved once each January-June and July-December. All bulletin board postings shall be dated. The Library reserves the right to establish reasonable time limits of no more than 30 days for any announcement, poster, display, or exhibit and to remove postings because of time and space considerations.

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Goals: The Corvallis-Benton County Public Library provides the community temporary space for displays, exhibits, and bulletin boards to further the Library's mission and to benefit the community.

Guidelines: The Corvallis-Benton County Public Library is guided by the following American Library Association statements on access to information:

1. The Library Bill of Rights
2. Freedom to Read Statement
3. Interpretation of the Library Bill of Rights: User-Initiated Exhibits, Displays and Bulletin Boards

The Library does not endorse any goods or services; makes no representation as to the accuracy of information; and assumes no liability for the accuracy, quality, or safety of any viewpoints, goods, or services, which may be the subject of postings or displays.

Those who object to any display content are able to request a reconsideration, similar to challenging any library resource. Library workers should not censor or remove materials from exhibits, displays, or areas designated for the distribution of information because someone may disagree with the content or with the identity, beliefs, or affiliations of the sponsors.

Review/Update: The Library Director will prepare this Administrative Policy for review as needed for City Manager approval.

Review and Authorization:

DocuSigned by:

Ashlee Chavez

8/17/2021 | 11:04 AM PDT

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Library Director

Date

DocuSigned by:

Mark W. Shepard

8/17/2021 | 12:29 PM PDT

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City Manager

Date

Rev #	Name	Change Date	Character of Change
0		02-18-1992	Adopted
1		07-19-1993	Amended
2		04-07-1997	Amended
3		12-18-2000	Amended
4		11-03-2003	Amended
5		11-20-2006	Amended
6		12-07-2009	Amended
7		11-19-2012	Amended
8	C. Rawles	12-07-2015	Affirmed in new policy format
9	A. Chavez	08-17-2021	Adopted as Administrative Policy

1. Form or worksheet revision related to this document? No ☒ Yes ☐

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If yes, attach a copy of the revised form or worksheet.

2. Training required? No ☒ Yes ☐